

# SAFETY, HEALTH & WELLBEING NEWS

## Helping you thrive at Strathclyde



**Welcome** to the latest edition of the University's Safety, Health and Wellbeing News. The health and wellbeing of our whole University community of students and staff are important to us. As a socially progressive University we are committed to providing the study and work environment where everyone is supported to achieve their full potential.

I was delighted to see many of you at the 3<sup>rd</sup> Annual Big Health and Safety Meet last month. 70 colleagues from across the University came together to hear fascinating talks, participate in discussion and share

experiences. Thank you to the organisers, presenters and most of all to those who attended the event.

Our next Safety, Health and Wellbeing event is Wellbeing Week, starting on 16<sup>th</sup> March, which I'm sure will be as successful as in previous years. This is a great opportunity for staff and students to participate in a range of activities to enhance their wellbeing. Watch out for information on *Inside Strathclyde* closer to the time.

I'm also delighted to tell you that the University has retained its NHS Healthy Working Lives Gold award for the 4<sup>th</sup> year running! And, following excellent collaboration between colleagues in Risk and Resilience, Occupational Health, Student Experience, Marketing and Communications, StrathUnion and the NHS, the University has been awarded the Meningitis Aware Recognition Mark for the first time.

I hope you enjoy reading this edition of the newsletter. Rachel and I and the Safety, Health and Wellbeing team would love to hear your ideas on how we can together enhance safety, health and wellbeing so everyone thrives at Strathclyde.

**Dr. Veena O'Halloran, University Secretary and Compliance Officer.**

### In This Issue:

- Coronavirus/Covid-19
- Special Recognition
- Stress Management
- Sleep Study
- Driving Safely
- Electronic S19 Launch
- Best Practice Highlight
- Meningitis Now
- First Aid News
- 'A day in the Life'
- Travel Safety
- New Documentation
- SHaW Office News
- Contacts

## Coronavirus/Covid-19

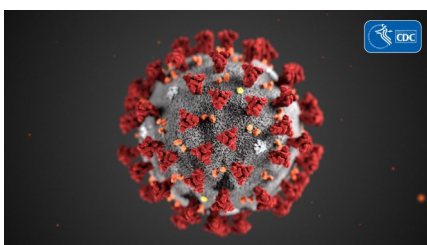
The incident response team is monitoring daily the outbreak of the Coronavirus/Covid-19 and will continue to provide up-to-date health advice and information from the UK government and the World Health Organisation as it becomes available: <https://www.strath.ac.uk/safetyservices/>.

Frequently Asked Questions are available here: <https://www.strath.ac.uk/safetyservices/emergencyarrangements/coronavirus/coronavirus-frequentlyaskedquestions/>.

We appreciate that the coronavirus outbreak may be a cause of concern for staff and students, particularly if family or friends have been affected by the outbreak. Our staff in Safety, Health and Wellbeing offer advice, information and support. You can contact them by calling 0141 5482726 or emailing [safety@strath.ac.uk](mailto:safety@strath.ac.uk).

NHS 111 can be contacted for medical advice out-of-hours or over weekends.

Please look out for updates via all staff messages, *Inside Strathclyde* and on notice boards and screens across the University and continue to follow the public health advice provided.



## Special Recognition for First Aid Action

**SPECIAL RECOGNITION** is given to **TIC Stores Manager, Peter Costello, and his colleagues in TIC, for providing emergency lifesaving assistance to a visitor.**



In June 2019, Peter, who had previously undertaken First Aid training in the use of an automated electronic defibrillator (AED), found himself putting his skills to the test when a conference delegate was suddenly taken unwell. The location of the AED within TIC and Peter's training meant that an immediate response was available.

Peter was awarded a special Strathclyde Medal in September 2019 in recognition of his quick response and outstanding contribution. The University extends its sincere thanks to Peter and all those who were involved.

Defibrillator training is offered as part of the First Aid at Work and Emergency First Aid at Work training programme for those volunteering as Departmental First Aiders. The First Aid training team is developing plans to introduce defibrillator familiarisation training that will be available to any member of staff or post-graduate student.

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Further information on the location of defibrillators on the John Anderson Campus can be found [here](#), and the procedure for summoning a First Aider can be found [here](#).

## Stress Management



The University is delighted to announce that it has recently engaged with SilverCloud to further support staff in empower-

ing them to think and feel better. SilverCloud was developed by clinical experts using proven methods for helping people. It offers secure, confidential and immediate access to online CBT (Cognitive Behavioural Therapy). CBT is a highly effective and widely used treatment for improving wellbeing. SilverCloud offers a range of programmes tailored to your specific needs. These programmes have demonstrated high improvement rates for depression and anxiety. Programmes on offer include addressing Anxiety, Depression, Obsessive Compulsive Disorder and Stress.

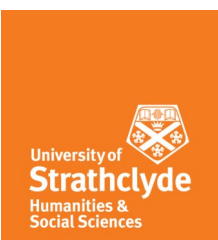
The programmes consist of seven to eight modules that can be completed at your own pace and in your own time. Learners will be able to take the information and techniques they have learned and apply them in their day to day life.

The University recognises that positive mental health is as important as good physical health and is aware of statistics which confirm that, on average, one in four people will experience a mental health difficulty in the course of a given year and that this can cause real and lasting damage to an individual. The University also recognises that the majority of people who experience mental health difficulties recover or learn to manage their symptoms, especially if they are supported early on.

The University's [Mental Health and Wellbeing Policy](#) aims to ensure that staff are adequately supported in the workplace. The policy is accompanied by a list of other sources of useful information both internally and via external links. And building on the success of the Mental Health Action Plan for students, in 2020 the University is appointing a Workplace Well-being Manager to lead the delivery of a Mental Health Action Plan for staff.

The SilverCloud service is available to all staff within the University and is accessible [here](#). For further information on mental health and wellbeing support at the University of Strathclyde visit the [Occupational Health website](#).

## Sleep Study



The Strathclyde Sleep Research Unit, within the School of Psychological Sciences and Health, are offering you the opportunity to participate in a sleep study. This study has been approved by the University of Strathclyde Ethics Committee to capture the sleep status of both Strathclyde staff and students.

The study is fully online and only takes five minutes to complete. If results of this study show that you experience disturbed sleep, you will be eligible to participate in a digitalised sleep intervention called Sleepio. Sleepio is a fully automated digital sleep improvement programme designed to help those with sleep problems fall asleep, stay asleep and feel better during the day. It is based upon the principles of cognitive behavioural therapy (CBT) which aims to improve sleep by addressing thoughts, feelings and behaviours that contribute to poor sleep. The programme is supported by strong clinical evidence.

Click [here](#) to take part in the survey.

## Driving Safely at Work: Lanyards



Following reports of some serious road traffic collisions across the UK, the University would like to ensure that all drivers and passengers in a vehicle are aware of the hazards associated with wearing a lanyard whilst in the vehicle.

The wearing of lanyards has exacerbated the severity of the injuries sustained following the activation of airbags as a result of a road traffic collision. This could result in the lanyard (or other hard object carried in breast pockets) being pushed into the chest causing injuring to the lungs and bowel, whilst keys or other items attached to lanyards may increase the risk further.

Whilst this type of incident is unlikely, the University would like to raise awareness of the potential risk and advise that those who wear a lanyard at work remove it, and any other hard items carried in breast pockets, before travelling in a vehicle.

It is also advised, that any dashboard mounted navigation systems are not positioned in the way of airbags or where they could hurt someone in the event of a collision.

For further information on driving safely in relation to work activities contact [wesley.boulstridge@strath.ac.uk](mailto:wesley.boulstridge@strath.ac.uk), X2121.

## Electronic S19 Launches

SHaW is pleased to announce the launch of the new electronic replacement for the paper S19 'Record of equipment un-attended outside normal working hours' Form. The system is simple to use, and aims to assist departments in managing equipment that is running over night or over the weekend with limited or no supervision, by notification to Security Services. The electronic S19 form is intended to be used so that:

- Security Services staff know about equipment and experiments which have been authorised to be running out of hours; and
- the person responsible for the operation of the equipment can be identified in case of an incident or emergency, due either to malfunction of the equipment or emergency situation in the area in which the equipment is located.

The S19 should be used for equipment or experiments that are hazardous or may present a safety risk if turned off, such as:

- glove boxes;
- vacuum pumps; and
- sensitive analytical equipment.

The S19 should not be used for equipment which is intended to run continuously, such as:

- refrigerators;
- freezers; and
- incubators.

The S19 system is not designed as an alerting system in the event an item of equipment should fail. Departments must arrange to have dedicated alerting mechanisms connected to relevant pieces of equipment so their staff are promptly alerted in the event of a failure, allowing them to respond accordingly.



The SharePoint site can be accessed [here](#) [electronic S19](#) and is available for use by all departments.

## Best Practice Highlight: SIPBS Safety Inspections



Strathclyde Institute of Pharmacy and Biomedical Sciences

Strathclyde Institute of Pharmacy and Biomedical Sciences (SIPBS) is a leading centre for research focused on new medicines, better medicines and the better use of medicines. Safety is integral to everyday business in

SIPBS, co-ordinated and overseen by a dedicated team of Safety Co-ordinators and Area Managers and led by the Departmental Safety Convenor (DSC) Lorraine Allan.

SIPBS undertake their main Safety Inspections twice a year, co-ordinated by Lorraine and led by Safety Committee members. Owing to the size of SIPBS, which comprises 2 main buildings (the Hamnett and Robertson Wings) and also laboratory and office space in both TIC and INOVO buildings, the inspections are conducted by teams covering over a dozen areas.

Safety inspections are carried out in teams which typically comprise the following: a Safety Committee Member; the Technical Floor manager; the Deputy Technical Floor Manager; the Academic Floor Manager. Overall, SIPBS has 11 Technical Floor managers, 13 Deputy Technical Floor managers and 8 Academic Floor Managers. A Safety Adviser from SHaW is also invited to join a team and participate in the inspection.

Each team is assigned to inspect a floor in the Hamnett or Robertson Wing or an area in the TIC and INOVO buildings.

Safety inspection teams are not expected to carry out more than 2 inspections each. An inspection proforma is issued for each inspection which comprises check boxes and comments section.

The bi-annual inspections have a specific theme which is discussed and agreed in advance by the Institute Safety Committee. The themes are often topical and may arise due to a change in practice, changes in legislation, or even following an incident. Examples of themed inspections that have been carried out include the validity of eCOSH assessments, fume cupboard safety, compliance with PPE regulations, PAT testing etc.

The Safety Committee member leading the team populates the inspection proforma during the inspection whilst collating comments from other team members. It is the responsibility of the team lead to write the report which is subsequently stored on a network drive and sent to the relevant Floor/Area Manager.

The Floor Managers take responsibility for communicating the report to staff working within the relevant area and ensure that any corrective and/or preventative action is taken. The DSC has access to all inspection reports which enables any significant issues or trends to be reported to the Institute Infrastructure Committee.

Safety Committee members are also responsible for reporting any significant issues to the Institute Safety Committee where they are discussed and any further actions proposed, including escalation to the Institute Management Group.

The Inspection Proforma ensures that all action points are tracked through to the next inspection to ensure that no action is outstanding.

## This University is Meningitis Aware



As part of the Business Continuity Management work programme, a new University Meningitis Incident Response Plan was developed in conjunction with colleagues from Risk and Resilience, Occupational Health, Student Experience, Marketing and Communication, representatives from StrathUnion and the NHS. This was the first of the new style incident response

plans being developed and brings together the knowledge and experience of colleagues who have previously responded to these types of incident, which tend to affect students in the first year at University. A desktop exercise was held in June 2018 using a realistic scenario to test that we had identified the correct actions to take, assigned the correct people to be involved, considered who needed to be communicated with and when, and developed template communications.

In the event of a case of meningitis or suspected case involving staff or students, it is essential that the Incident Response Team are informed as soon as possible in order to invoke the plan. The 'Checklist for Suspected Cases of Meningitis' enables the relevant information to be captured and passed onto the relevant member of the Incident Response Team and is located in SHaW's '[Emergency Arrangements](#)'. This response plan, along with the work undertaken by Student Experience in raising awareness of meningitis and promoting uptake of the Men ACWY vaccine, helped the University to be awarded the Meningitis Aware Recognition Mark by the Meningitis Now charity in August.



If you would like to hear more about how SIPBS co-ordinate and conduct their Safety Inspections please contact [lorraine.allan@strath.ac.uk](mailto:lorraine.allan@strath.ac.uk).

Further information: [University Guidance on Safety Inspections](#).

Training on undertaking Departmental Safety Inspections is provided by Safety Health and Wellbeing, bookable via the [DAT](#) system.

## First Aid Identifiers



Following on from the success of the OHS Standard for First Aid which was released in September 2017, the University is further strengthening First Aid provision by supplying identifiers to all those who hold a valid First Aid at

Work or Emergency First Aid at Work Certificate and are appointed as department First Aiders.

The identifiers, available as lanyards and enamel badges, enable visible recognition of those who are appointed as departmental First Aiders to supplement the written information that is currently provided on First Aid posters throughout departments.

If your department requires First Aid identifiers, please contact SHaW by e-mailing [safety@strath.ac.uk](mailto:safety@strath.ac.uk).



## A day in the life of the Learning and Teaching Project Manager



Strathclyde students are set to enjoy the new Learning and Teaching hub which is located at the heart of the campus

In this issue of the Newsletter the Project Manager for the Learning and Teaching Building provides us with a glimpse into a day in the life of his job, and tells us how safety, health and wellbeing is integral at every stage of the project.

*'Whether the project is a large capital investment or a minor refurbishment of a classroom, each of the Project Managers within Estates Services ensures that they deliver their projects safely and with minimal impact to the general operations of the University.'*

*One of the major positive outcomes of The Construction (Design and Management) Regulations 2015 is that designers and contractors involved in development projects must consider how the building is going to be constructed and maintained safely. During the early stages of the building design my involvement in this process is to ensure that the Operational Team within Estates Services work with the designer to develop safe means of access and safe processes into the design. I also work with the Principal Designer to ensure that the Contractor Construction Phase Health and Safety Plan is developed to allow the construction works to commence.*

*Balfour Beatty, as the appointed main contractor on the project, have overall responsibility for safety on site. The environmental outputs such as noise, dust, odours and vibration are the hardest aspects to manage. When environmental issues arise, we identify solutions with the contractor to mitigate the problems, for example by restricting the noisy activity, bringing*

*The Learning and Teaching building project represents the University's biggest single investment in a campus project to date. Later this year, Strath-*

*clyde students are set to enjoy the new Learning and Teaching hub which is located at the heart of the campus*

*in sprinklers to dampen the dust down or look at alternative methods to carry out the activity. Thankfully, Balfour Beatty has dealt with issues timeously and robustly, including identifying and reporting ways in which we can hopefully reduce impact and prevent issues recurring.*

*Another factor which needs to be managed is the interface between the construction site and the ongoing University life. Last year, the University had one of its most important annual events, Open Day, where the campus was thriving with potential new students grabbing a glimpse of Strathclyde University life. The Estates team and the Contractor worked hard to ensure that the day went without a glitch.*

*One of the positive impacts that I see when being engaged on such major developments is the importance that the contractors place on positive health and safety action. Balfour Beatty, improve safety through an "action card" scheme where site operatives can report areas for improvements or highlight positive safety behaviours. This scheme rewards the operative with retail vouchers. Balfour Beatty also influence on-site behaviour by continually communicating with site operatives whether this is through particular campaigns like raising the issue of mental health problems associated with working in the industry or highlighting a significant milestone occurring on site such as the permanent electrical services being energised.*

*As you'd expect with a project of this size, I am involved in a plethora of meetings, from progress and liaison meetings with the contractors to various operational groups planning for usage of the building, to the formal Executive Steering Boards reporting on progress to University Senior Management.*

*My notable highlights at the moment are how the building project is being used as a place of useful learning through student visits and work placements and the other community benefits being realised.'*

Further information on the Learning and Teaching building can be found [here](#).

## Travel Safety - Assessing the Risks



A safe and healthy working environment is important wherever the place of work or study may be. It is essential that Staff and Students consider health and safety risks when planning work or study related trips away from the University. To assist in this planning SHaW provide a range of documentation and advice.

A full review of the University's travel arrangements is scheduled to be undertaken as part of SHaW's project plan and new documentation will be produced in due course. In the interim, the two existing Local Rules '[Travel and Work Off University Campus – Staff and Students](#)' and '[Student Placements](#)' have been updated to accommodate some minor changes and clarifications as noted below. These documents have also been transferred into the new style of OHS Standards.

- Now the e-risk system is operational, a model risk assessment for travel in the UK has been included on the system to reduce the administrative burden for departments and maintain a level of consistency. The content of the risk assessment and a link to the online template are now included in the updated OHS Standards. All travel related risk assessments, including student placements must be completed using the [e-risk system](#).
- Changes to department names, the name of the insurer's new provider of security and medical assistance advice, ability to sign up for security alerts and links to documents

and webpages have been refreshed. This includes links to the updated sector guidance on 'Health and Safety in Fieldwork and Travel' and 'Health and Safety of Placements for Higher Education Students'.

- The list of potential risks to be considered when travelling overseas has been updated to include risks whilst staying in accommodation and travel between accommodation and placement.
- Following the insurer's new security and medical assistance advice, free online training modules are available to assist with keeping travellers safe. This can be accessed via a link from [Finance Directorate's webpages](#).
- The University has always had an appointed travel management company for booking travel and accommodation while on University business and this process remains in place. With the emergence of 'shared economy' accommodation such as Airbnb there is a need to clarify that these types of providers are not permitted and the updated document incorporates a statement confirming this position.
- Following the 'Big Health and Safety Meet' in January 2019 where there was a presentation on travelling abroad, a list of top tips has now been included.

If you require further information on risks associated with travel on University business, please contact [pame-la.loughlin@strath.ac.uk](mailto:pame-la.loughlin@strath.ac.uk), X2428.

## New Documentation



**OHS Ionising Radiation Standard** provides information on working with sealed and unsealed radioactive material and applies to any person whose work activities at the University may potentially expose them to ionising radiation. For further information contact the University Radiation Protection Officer [richard.wright@strath.ac.uk](mailto:richard.wright@strath.ac.uk) or call X4673.



**OHS Biological Safety Standard** provides information on working with biological material and applies to any person whose work activities at the University may potentially expose them to such hazards. For further information contact the University Biological Safety Adviser [sarah.carroll@strath.ac.uk](mailto:sarah.carroll@strath.ac.uk) or call X5740.



**Hand-arm vibration (HAV) in amenity horticulture (INDG480)** provides HSE guidance on controlling the risks associated with HAV in amenity horticulture. HAV is vibration transmitted into workers' hands and arms and may come from hand held power tools such as hedge trimmers and powered mowers or ride on mowers. HAV may lead to permanent ill health and therefore risks controls must be implemented effectively. For further information on HAV in relation to any relevant work activity at the University, or to enquire about the requirement for HAV monitoring contact [safety@strath.ac.uk](mailto:safety@strath.ac.uk) or call X2726.

## SHaW Office News



**Welcome** to Michael Moran, University Health, Safety and Training Adviser. Michael joins the SHaW team with a vast array of experience primarily in health and safety which he has gained from a successful career in the biotechnology industry, local authorities, and consultancy. Michael will be providing general health and safety advice

to departments alongside overseeing the SHaW training and audit programmes. Michael will also be delivering the Principles and Practice of Risk Assessment training, a mandatory course for those within the University who undertake general risk assessments. If you would like to contact Michael please e-mail [michael.moran@strath.ac.uk](mailto:michael.moran@strath.ac.uk) or call X2079.

## University Safety, Health and Wellbeing Contacts

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### WE WOULD LOVE TO HEAR FROM YOU!

If you would like to make a contribution to the newsletter contact: SHaW, Room GH820, Graham Hills Building, 50 George Street, G11 1QE. T: 0141 548 (2726), E: [safety@strath.ac.uk](mailto:safety@strath.ac.uk).